Recovery Works Application Process

- 1. Do you or your agency provide Addiction Services?
 - a. YES NO
- 2. Is your Residence a Level IV Recovery Residence with INARR?
 - a. YES NO
- If you answered yes to both of the above questions, you will need to the follow the directions on the Application Flow Chart.
- If you answered No, to number 1, you are not eligible to become a Recovery Works Designated Agency.
- If you answered No, to number 2, you will need to follow the directions on the Application Flow Chart, for becoming a Recovery Works Designated Agency ONLY. (Follow the "Yes" Path.)
- If you answered Yes to number 1, and No to number 2, and you are a Recovery Residence, you will need to reach out to INARR and be recertified as a Level IV Residence.

Things to Remember...

- If you are an INARR Certified Recovery Residence that has been certified as a Level I, II, or III, you only need to become a Recovery Works Designated Agency. You will need to follow the "Yes" Path.
- If you are a single Licensed Professional, in order to receive Recovery Works payment, you will need to become Certified with Division of Mental Health and Addiction. You will need to follow the "No" path if you are not already certified.
- If you do not provide addiction services, and are not a Recovery Residence, you are not eligible to become a Recovery Works Designated Agency according to legislation. Our recommendation is that you partner with a Recovery Works agency.

Application Flow Chart

NO Become DMHA Certified and Apply for Recovery Works together

Fill out <u>Recovery Works Application</u>, <u>W9</u>, and <u>Direct Deposit</u>

YES

Submit all 3 documents to Recovery.Works@fssa.in.gov,
Recovery Works staff will acknowledge receipt with follow up directions.

Submit ALL Documents for Certification and Recovery Works to Recovery.Works@fssa.in.gov

Once Submitted, Recovery Works staff with acknowledge receipt, and share necessary documentation with DMHA Certification and Licensure

<u>DMHA Certification Checklist</u> for needed Documents:

* Application * Policies and
Procedures * List of Direct Service
Providers * Statement of
Understanding

Fill out <u>Recovery Works Application</u>, <u>W9</u>, and <u>Direct Deposit</u>

If you have questions regarding Recovery Works, please contact us at Recovery.Works@fssa.IN.gov.

If you have questions regarding certification, please contact <u>DMHA-CL@fssa.in.gov</u>.